

**Advisory Committee
Meeting Minutes
11/15/2016**

In attendance: Committee Members Anderson, Baltera, Belyea, Curley, Hancock, Kelley, Kutsch, LaCroix, MacKay, Smallwood, Strehle, and Taylor and Town Accountant Nickerson.

Chairman Taylor called the meeting to order at 7:32 p.m.

Questions from the public on items not on the agenda: None

Approval of Minutes

Members approved the October 18, 2016 minutes with revisions on a 10-0 vote. MacKay abstained, as he was not in attendance at that meeting.

Presentation from the Recreation Commission

Recreation Director Mark Thorell and Recreation Commission Members Vicki Donlan, Sarah Melia, and Bruce Thompson reviewed current Recreation staff, programs, and accomplishments along with future plans.

The Recreation Department's five full-time staff members, assisted by 100+ part-time and seasonal workers, provide a wide array of programs with full cost recovery for Hingham children and adults. Its summer camp serves over 1,700 children while employing 85 staff members. Over 100 children's classes provide year-round programs in dance, sports, fitness, and arts and crafts. Programs for adults include 30+ fitness classes weekly, along with sports, dance, and other initiatives.

Recreation revenue in FY 2016 was \$1.2 million, with \$1.1 million generated through programs and \$100,000 raised from the annual July 4th road race. Commissioners see the organization's strengths as program operations and marketing. The Department's on-line infrastructure provides streamlined program marketing, registration, tracking, and scheduling through its website.

Kress playground, the Town's first universally accessible playground, opened 11/12/2016. The Department plans to move its dance classes to the newly renovated Barn when it opens in the near future.

Recreation is pursuing partnerships with several Town organizations including the Bare Cove Park Committee, Trustees of the Bathing Beach, and South Shore Country Club (SSCC). In particular, Recreation and SSCC are exploring the potential for Recreation to assume responsibility for swimming pool programs in the future. Recreation is supportive of SSCC's request for CPC funding of a feasibility study on options for addressing the deteriorating pool facility. At the Town Administrator's request, Recreation and SSCC will also develop recommendations on ways to eliminate inefficiencies due to multiple groups (i.e. Selectmen, Recreation, SSCC, Schools) controlling and maintaining fields.

Updated 5 Year Financial Forecast

Minor updates in this version of the Forecast (v.1.1A, 11/15/16) include 2017 new growth revenue of \$586,299. This actual data supports the Forecast's future-year estimates of \$550,000 annually.

The current Forecast includes a 15% increase in employee health insurance expenses, assuming the Town stays with its current provider. Recent bids from potential alternative vendors included a Group Insurance Commission (GIC) proposal with a 6% decrease in premiums, representing substantial savings for both the Town and its employees. While Municipal unions supported the move to GIC, the teachers' unions have not. There will be an additional meeting and teachers' union vote on the matter in the coming weeks. Member Baltera recused himself from the employee health insurance discussion.

AdCom's Financial Policy calls for an Unassigned Fund Balance of 16 - 20% of total Town expenditures. While the Fund Balance memo is still being finalized, it appears that Unassigned Fund Balance will be just over 20%. Town Meeting will likely spend some of these funds through 2017 warrant articles. The next Forecast update will take place in January.

Budget preparation and calendar review

AdCom budget books will be available next week. Taylor reviewed the draft calendar, reminding members that dates may shift as the budget review process continues.

As AdCom hears each budget, department heads should be prepared to answer questions about their budgets, provide justification for any proposed additions, and address impacts to their department's resources/services should the Town need to move to level-funded budgets.

Liaison Updates

AdCom Liaisons provided the following updates:

- Education (Kutsch) – The School Committee will conduct its annual facilities walk-around, open to all AdCom members, on 11/19/2016. The 8:30 a.m. tour will include Depot buildings and Foster School, followed by a meeting with the AdCom Education Subcommittee on the budget process.
- Town Administrator By-law Committee (Coughlin notes presented by Belyea) –The Committee is recommending its disbandment as it sees no need for further refinements to the By-law.
- South Shore Country Club (Belyea and Belyea presentation of Coughlin notes) – A recent review of SSCC's five-year plan found it conservative, in that revenue projections are flat, and aggressive in that the capital plan does not address the rapidly deteriorating physical plant. Review group participants suggested formation of a subcommittee to take a broader look at expanding the business plan and completing a comprehensive review of the facilities.
- Planning (Baltera) – The Planning Board is considering submission of warrant articles addressing lot shape factors and creating a moratorium on marijuana businesses while the State establishes regulations.
- Water Company Acquisition (MacKay) – The Supreme Judicial Court has denied Hingham and Aquarion's requests for its direct review of the water company acquisition litigation. The case will continue in the Appeals Court.

Matters not anticipated within 48 hours: None

Adjournment

The Committee voted unanimously to adjourn at 9:13 p.m.

Respectfully submitted,

Donna M. Smallwood
Secretary

List of Documents Distributed at this Meeting:

Agenda for AdCom Meeting of 11/15/2016

Draft Minutes from 10/18/2016 AdCom Meeting

Hingham Rec – Annual Update - Board of Selectmen Meeting, September 2016 (slides)

Five Year Forecast v.1.1A, 11/15/16

Advisory Committee Meetings/Milestones 2016-2017, 11/15/16

2016-2017 Advisory Committee Assignments

Budget Category Responsibility